



STATE OF DELAWARE  
DEPARTMENT OF FINANCE  
DIVISION OF ACCOUNTING

540 SOUTH DUPONT HIGHWAY  
THOMAS COLLINS BUILDING (D570C), SECOND FLOOR, SUITE 3  
DOVER, DELAWARE 19901

FAX: (302) 744-1045

TELEPHONE: (302) 744-1035

MEMORANDUM

#06-21

**TO:** All Department and School Fiscal Officers

**FROM:** Trisha L. Neely, Director

**DATE:** June 13, 2006

**SUBJECT: VENDOR TABLE CLEAN-UP - CLARIFICATIONS**

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The purpose of this memo is to clarify Accounting Memorandum 06-16. The Division of Accounting is currently contacting vendors who have been identified by the IRS with incorrect TIN (Taxpayer Identification Number) or the TIN/Name combination does not match IRS records. We are sending letters to vendors requesting they complete a W-9 and inactivating them on the Vendor (VEND) table. **No payments will be processed until we have received the W-9.** The vendor table will be updated within 2 business days after receipt of the W-9.

If organizations enter a payment voucher to a vendor whose status is "I" on the VEND table, they will see the error message T908E E.I./S.S.N. INACTIVE. Please check the vendor table for a corrected TIN in the "CHANGED TO" field. If the division has not yet received the W-9 form, you will see "NEED W-9" on the NAME2 line of the vendor table. If you have any questions regarding these vendors, please contact Deborah Taylor at 744-1082 or by email to DeborahTaylor@state.de.us.

We are **not** asking you to contact your current vendors for a W-9 form, but you **must** have a completed and signed W-9 form completed for **all new** vendors you want added to the VEND table. When entering information on the SVEN table, please indicate that a W-9 has been received by entering a "Y" in the W-9 FORM field. The Division of Accounting will be the central repository for the W-9 forms, so please send **all** W-9 forms to Vickie Burns.

We are currently using the IRS W-9 form that can be found on Accounting's website at <http://www.state.de.us/account/comingsoon.shtml> or at <http://www.irs.gov/pub/irs-pdf/fw9.pdf>. If you have any questions about this memorandum, please contact Linda Murabito at 744-1077 or by e-mail to Linda.Murabito@state.de.us.